

Multi-Cultural Family Base

Lone Working Policy

Multi-Cultural Family Base (MCFB) recognises the potential risks associated with lone working by its staff and students (hereafter 'workers'). All such instances of work should be subject to the appropriate risk assessment and measures to minimise such risks should be implemented.

It is the duty of managers to ensure that such risk assessments are carried out and the appropriate measures applied.

All workers are reminded of the potential risk of lone working and of their duty to protect themselves from harm by following MCFB procedures. Any instance in which safety has been endangered should be reported immediately to the duty senior.

Procedures

Lone workers should bear in mind the following:

- Workers should avoid areas where they feel unsafe and should leave immediately if they sense danger. Similarly, they should not enter premises in situations where they judge their personal safety to be at risk.
- Car-drivers should park in well-lit locations and hide all valuables out of sight.
- If possible, workers should park vehicles facing the direction of exit, particularly in cul de sacs.
- Consider keeping all car doors locked when travelling and stationary.
- All guidelines relating to checking in and out should be followed and appropriate details of outside visits entered in the office diary.
- When no other individuals are in the MCFB premises do not answer the door after office hours.